

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100160033-4

REPORTS INVENTORY

Classification

7/15

PREPARE IN DUPLICATE

CONTROL NO.

1. TITLE OF REPORT (if a fill-in report include Form No.)

Annual Activity Report

2. TYPE OF REPORT

☒ STATISTICAL  
☒ NARRATIVE  
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL ☒ TRAINING ☒  
LOGISTICS ☐ SECURITY ☐  
MEDICAL ☐ FINANCE ☐

ADMIN. GENERAL  
OTHER (specify)

4. NO. OF COPIES PREPARED

4

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Annually

6. DISTRIBUTION (No. of components not number of copies)

1

7. FORMAT (memorandum, form computer print-out, etc)  
Memo with tabulations

8. ADP PROCESSING

☒ YES ☐ NO IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Director of Personnel

10. PREPARING COMPONENT (include lowest level contributing information to report)  
O/Chief/PMCD/OP  
SCSB/PMCD/OP  
ISB/PMCD/OP

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-15-4	\$12.10		2		\$24.20		1		\$24.20
GS-13-4	\$ 8.86		5		\$44.30		1		\$44.30
GS-07-4	\$ 4.28		1		\$ 4.28		1		\$ 4.28
									\$72.78

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

First report 1956 requested by Director of Personnel.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒ RETAIN AS IS ☐ OTHER (explain)  
☐ CHANGE  
☐ DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS DOLLARS  
0 0

16. DATE OF INVENTORY

28 September 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

Salary and Wage Assistant

18. EXTENSION